

Students

Reporting to Parents

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, emails, letters and informal notes, telephone calls to parents, and school visitation should be used regularly, among other means, to inform parents of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teacher in his or her work with particular children.

1. **Report Card.** Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent of Schools after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised no later than the penultimate reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards should reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct or citizenship, and achievement and in relationship to standards for his/her age and grade.

Teachers also will report on student progress at regularly scheduled parent conferences, at least two annually.

2. **School Progress Notices**

At any time during the school year, teachers shall provide interim reports to parents or guardians of students showing inadequate scholastic progress. The following criteria will prevail:

- a. The progress notice shall be sent if the quality of the student's work is lower than what is expected of the student.
- b. The progress notice shall be sent no later than mid semester (grades 9-12) or trimester (grades k-8) weeks into the given marking period. If the quality of the student's work declines after the initial mid semester (grades 9-12) or trimester (grades k-8), then the teachers shall send notices at their discretion.
- c. A progress notice shall be sent to the parent or guardian whenever the quality of the students work is F on the average.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a request to the school principal.

Students

Reporting to Parents (continued)

Progress Reports to Parents or Guardians

The Board feels it is essential for parents or guardians to be kept fully informed of their children's progress in school.

The type of progress reports sent to parents or guardians shall be devised by the professional staff. Report cards shall be uniform throughout the district at comparable grade levels except as special forms may be developed for special programs or new forms tried out on a temporary basis.

Secondary Schools

Student progress will be reported to parents or guardians in the areas of scholastic achievement, attendance, effort, and conduct. Such reports will be issued on approved forms promptly at the completion of each quarterly marking period. Supplementary reports will be issued for students in danger of failure.

Elementary Schools

Conferences with parents or guardians will be used as an integral part of the reporting system. Progress of Kindergarten through Grade 5 students will be reported to parents or guardians three times a year, the first of which will be in the form of a conference with parents or guardians.

Standardized tests are valuable to teachers in diagnosing strengths and weaknesses, but should not be made public to embarrass parent or guardian and child; thus, scores will not be stated on report cards. Additional conferences will be scheduled with parent or guardian and teacher to explain and clarify test scores.

Teachers will receive further directions for comments from their building Principal.

Unless a specific request has been obtained from a parent to act otherwise, report cards are to be given only to the student to whom the report card belongs and not to a sibling or friend.

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Reporting to Parents

Release of Report Cards (continued)

A non-custodial parent, upon written request to the school principal, may receive a copy of his/her child's report card unless there is a court order to the contrary.

Report cards, transcripts and other student records may be withheld from release to those students who have outstanding obligations with the district until such time that those obligations are met.

(cf. 5121 – Examination/Grading/Rating)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

46b-56 Access to records of minor children by non-custodial parent.

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NEW LONDON PUBLIC SCHOOLS
New London, Connecticut